



SAN ANTONIO COLLEGE

RECEIVED JAN 15 2009

OFFICE OF THE PRESIDENT

January 15, 2009

Mr. Patrick B. Kennedy
Area Case Director
Department of Education
Federal Student Aid, School Participation Team – Dallas
1999 Bryan Street, Suite 1410
Dallas, TX 75201-6817


RE: Response to Incident Report, OPE ID No. 03372300

Dear Mr. Kennedy:

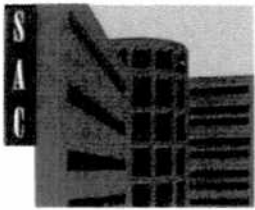
Enclosed are additional materials related to the above incident report, which were inadvertently excluded from my letter of January 9, 2009 (copy also enclosed).

I am sorry for the omission.

Sincerely,



Robert E. Zeigler, Ph.D.
President



SAN ANTONIO COLLEGE

RECEIVED JAN 15 2009

OFFICE OF THE PRESIDENT

January 9, 2009

Mr. Patrick B. Kennedy
Area Case Director
Department of Education
Federal Student Aid, School Participation Team – Dallas
1999 Bryan Street, Suite 1410
Dallas, Texas 75201-6817

RE: Response to Incident Report, OPE ID No. 03372300

Dear Mr. Kennedy:

I am the President of San Antonio College (SAC), one of the Alamo Community Colleges (ACC), and I am writing in response to your correspondence dated November 4, 2008, regarding the above-referenced Incident Report. As you indicated in your letter, ACC prepares a consolidated annual security report for all of the accredited colleges in the district. Consequently, SAC's statistics are contained in the consolidated report.

Your letter identified the following categories in which the ACC report had deficiencies relating to the SAC campus:

1. Access and Maintenance of Campus Facilities; and
2. Crime Categories.

Please be advised that the ACC consolidated report has been appropriately revised. Additionally, as per your request, enclosed please find the following documents:

1. Policy for access and maintenance of campus facilities that specifically addresses SAC's unique campus circumstances; and
2. Revised crime statistics in the required crime categories and geographic locations, as well as support for the crime statistics.

ACCESS AND MAINTENANCE OF SAN ANTONION COLLEGE CAMPUS FACILITIES

ACCESS

Custodians are responsible for opening all building entrance doors for operational days and hours and for securing the building entrance doors at closing. Generally, the buildings are opened at 6 a.m. and closed between 10:00 and 10:30 p.m. each day. College faculty are responsible for opening and closing their respective classrooms and faculty offices, and custodians and DPS are responsible for verifying that all classroom spaces are secured at the end of each day.

For special activities, events, and other functions, including construction, scheduled after duty hours and on weekends, DPS personnel shall be responsible for opening and securing the buildings, when requested in writing.

Key holders are responsible for the security of the key and to insure that the key is with them to avoid being "locked-out" of their room. Working spaces within buildings shall be classified into one of four categories: 1) classroom; 2) laboratory; 3) office; and 4) restricted.¹ Spaces not specifically named above such as mechanical rooms, janitor closets, storage rooms, telecommunications rooms, etc., shall be classified the same as office space. A space may be classified as a RESTRICTED space only upon written approval of the college president. A listing of restricted space will be maintained by the College President's office with a copy provided to the District locksmith and the campus DPS office. The listing shall include location, room number, and responsible individual.

A person without a key and needing access to a particular room should first contact the department chairperson or the college facilities coordinator to open the door. The college ACCESS PROCEDURE for opening locked doors shall adhere to the following Door Opening Policy:

<u>Type of Space</u>	<u>Contact (in order)</u>
Classroom	Anyone with a key to the door
Office	1. Individual issued the key 2. Dept. Chairperson / Director 3. Campus DPS
Laboratory	1. Individual issued the key 2. Dept. Chairperson / Director 3. Campus DPS
Restricted	1. Individual issued the key 2. College President / Deputy Chancellor

¹ Alamo Community College District does **not** have any on- or off-campus housing.

Department Chairpersons or Directors shall be responsible for making the necessary arrangements for those without keys. After normal operating hours and on weekends, access to buildings shall be restricted to the maximum extent possible, consistent with academic requirements. Opening of doors during these periods shall be in accordance with the ACCESS PROCEDURE. The standard chain-of-supervisions should be used whenever possible. Calling the DPS shall be considered only in an emergency situation. DPS shall maintain a record of all requests to them to open doors.

Buildings which would be in use at other than the normal times mentioned in the paragraph above would be the McAllister Theatre, the McCreless Theatre, the Candler Physical Education Building, the Loftin Student Center, The Koehler House, the Scobee Planetarium, and the Visual Arts and Technology Building. All off-time events held in these buildings are scheduled in advance by a fulltime staff or faculty member. All events are scaled as to the number of security and custodial staff that need to be on site before, during and after the conclusion of the event. Events are supported by full and/or part time staff as needed and paid for by the college.

MAINTENANCE

Requests for maintenance and repair services may be made by telephone to the Maintenance Work Control Technician on the Hotline. An emergency (utility failure, failure of a fire protection system; heating/cooling, or security alarm system, certain fire or safety hazards, etc.) will be responded to immediately. If the request is urgent (fire, health, or safety hazards not qualifying as an emergency) Maintenance will strive to complete the request within five working days. Routine requests will normally be completed in 30 days if supplies are in stock. The individual submitting the request for service will be provided the work order number for purposes of tracking and will refer to that number for any follow-up action required.

The College Facilities Superintendent or designee will review the work to be completed and approve or disapprove the work order. The Facilities Superintendent will certify the availability of funds for minor construction work and appoint a Facilities Coordinator to be point-of-contact for the college with the Facilities Department and any questions or concerns are presented to the Vice President of College Services.

Deans, Directors, and Department Chairpersons will also restrict requests for new work, alterations, and modifications to a minimum by submitting only those requests required to support assigned missions.

Of the facilities listed above, the following are used by outside groups: the Candler Gymnasium and Pool, the McAllister Theatre, and the Koehler House. When outside groups use these facilities the guidelines for use are clearly stated in the contract with the outside group. The other buildings which may have off- time events, hold these events consistent with the function of the unit or department sponsoring the event and controlled by department personnel.

CAMPUS CRIME ALERT

Alamo Community Colleges Police Department

On October 13th, 2008 the ACC Police received a report of a shooting in the library of the Northeast Lakeview College at 8300 Pat Booker Rd. One individual was pronounced dead at the scene and the alleged shooter was taken into custody without further incident and charged with murder.

CRIME PREVENTION TIPS

- Be aware of your surroundings;
- Immediately report any suspicious persons to ACC POLICE;
- Immediately report any suspicious vehicles to ACC POLICE;
- Request an ACC Police Escort.

210-208-8099 NON EMERGENCY

210-485-0099 NEW NON EMERGENCY

210-222-0911 EMERGENCY

ADAMS, DON

From: San Antonio College Faculty and Staff [SACALL@ACCDVM.ACCD.EDU] on behalf of The Ranger [SAC-Ranger@MAIL.ACCD.EDU]
Sent: Monday, October 13, 2008 3:27 PM
To: SACALL@ACCDVM.ACCD.EDU
Subject: news alert

The Department of Public Safety of the Alamo Community College District has confirmed a shooting and lockdown of the Albertsons campus of Northeast Lakeview College at 8300 Pat Booker Road.

Reporters and photographers of The Ranger are on the scene and will provide details as soon as available at www.theranger.org.



Northeast Lakeview College

Northwest Vista College

Palo Alto College

St. Philip's College

San Antonio College

Students

- Student Information Access & Online Registration
- Apply for Admission
- Catalogs/Schedules
- Financial Aid
- PALS (Including Employee Email)
- Continuing Education
- Off-Campus Sites
- Internet Courses
- FAQ's
- Ask Me

Public

- About Us
- Board of Trustees
- Board Projects / Bids
- Going to the Colleges
- Jobs

Employees

- Chancellor
- Achieving the Dream
- Administration
- Departments
- Ethics
- Barrier System
- Board Policies
- Strategic Plan

Search

Message to the Alamo Community College Family Regarding Northeast Lakeview College Incident

TO: The Alamo Community Colleges Family

FROM: Dr. Bruce Leslie, Chancellor

DATE: October 13, 2008

SUBJECT: Northeast Lakeview Shooting

It is with great sadness that I must inform you that this afternoon, at approximately 2:15 p.m.; a tragic incident took place at the Northeast Lakeview College's Northeast Center library at 8300 Pat Booker Rd. An Alamo Community College employee was shot and killed. His alleged assailant is another ACC employee who was taken into custody by police officers at the scene.

The names of the victim and alleged assailant are being withheld until families have been notified. Our thoughts and prayers are with the families, friends and co-workers of the victim, and with the entire Northeast Lakeview and Alamo Community Colleges family.

All classes at both Northeast Lakeview College locations have been cancelled for Monday 10/13/08 and Tuesday 10/14/08.

More information about this event will be shared with you when it becomes available.

News & Events



PAC Mariachi Students Receive \$2,000 Scholarships

FULL STORY >>



ACC and Texas A&M University Announce TEAMS

FULL STORY >>



SAC Receives Over \$1.18 Million to Increase Hispanic and Low-Income Graduates in Science, Math, Technology and Engineering

FULL STORY >>


WEEKLY NEWS / CHANCELLOR'S NEWSLETTER
2008 NEWS & EVENTS



The Alamo Community Colleges, 201 W. Sheridan, San Antonio, TX 78204-1429. (210) 485-0000

The Alamo Community Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Director of Employee Services, Title IX Coordinator, 210/208-8051. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204. For questions or comments concerning this page email the ACCD Communications webmaster (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yy) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)

Last Updated 10/13/2008 5:01 PM

	SUBJECT TIMELY WARNINGS / CRIME ALERTS		NUMBER 408/62
	EFFECTIVE DATE: 07-01-08	AMENDS:	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA / IACLEA 85.1.2 / TPCAF	

CAMPUS CRIME ALERT ACTION REPORT

GENERAL INFORMATION:

Date of Incident: 10-13-08 Date Reported: 10-13-08

Clery Crime: ☒ Yes ☐ No Case Number: 014697

Report Source: ☒ ACC Police Department ☒ Local PD
☐ Other PD _____ ☐ Other _____

CRIME ALERT POSTED?

☒ Yes ☐ No

HOW?

UTILIZED POSTING METHODS

Fliers:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: _____
District Website	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <u>10-13-08</u>
ACC Police Website	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <u>10-14-08</u>
Mass Email	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <u>10-13-08</u>
Text Alert	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Date: _____
Other: <u>MySA.com, KSAT.com</u>			Date: <u>10-14-08</u>

Have subject(s) related to criminal incident been arrested? ☒ Yes ☐ No

Will a crime alert being posted hinder this investigation? ☐ Yes ☒ No

If yes why: N/A

If a crime alert was not posted, indicate the reason(s) why: N/A

Submitting Officer: [Signature] Date: 10/14/08

Approving Authority: [Signature] Date: 10/14/08



SAN ANTONIO COLLEGE

OFFICE OF THE PRESIDENT

January 9, 2009

Mr. Patrick B. Kennedy
Area Case Director
Department of Education
Federal Student Aid, School Participation Team – Dallas
1999 Bryan Street, Suite 1410
Dallas, Texas 75201-6817

RE: Response to Incident Report, OPE ID No. 03372300

Dear Mr. Kennedy:

I am the President of San Antonio College (SAC), one of the Alamo Community Colleges (ACC), and I am writing in response to your correspondence dated November 4, 2008, regarding the above-referenced Incident Report. As you indicated in your letter, ACC prepares a consolidated annual security report for all of the accredited colleges in the district. Consequently, SAC's statistics are contained in the consolidated report.

Your letter identified the following categories in which the ACC report had deficiencies relating to the SAC campus:

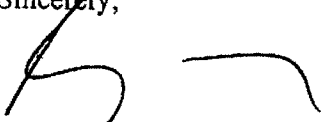
1. Access and Maintenance of Campus Facilities; and
2. Crime Categories.

Please be advised that the ACC consolidated report has been appropriately revised. Additionally, as per your request, enclosed please find the following documents:

1. Policy for access and maintenance of campus facilities that specifically addresses SAC's unique campus circumstances; and
2. Revised crime statistics in the required crime categories and geographic locations, as well as support for the crime statistics.

I trust that the enclosures herein cure all deficiencies noted in your letter. If you need additional information relating to SAC, please feel free to contact me. Thank you, in advance, for your time and consideration with this matter.

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Zeigler', with a horizontal line extending to the right.

Robert Zeigler, Ph.D.
President

Enclosures

cc: Dr. Bruce H. Leslie, Chancellor, Alamo Community Colleges (w/encl.)

ACCESS AND MAINTENANCE OF SAN ANTONION COLLEGE CAMPUS FACILITIES

ACCESS

Custodians are responsible for opening all building entrance doors for operational days and hours and for securing the building entrance doors at closing. Generally, the buildings are opened at 6 a.m. and closed between 10:00 and 10:30 p.m. each day. College faculty are responsible for opening and closing their respective classrooms and faculty offices, and custodians and DPS are responsible for verifying that all classroom spaces are secured at the end of each day.

For special activities, events, and other functions, including construction, scheduled after duty hours and on weekends, DPS personnel shall be responsible for opening and securing the buildings, when requested in writing.

Key holders are responsible for the security of the key and to insure that the key is with them to avoid being "locked-out" of their room. Working spaces within buildings shall be classified into one of four categories: 1) classroom; 2) laboratory; 3) office; and 4) restricted.¹ Spaces not specifically named above such as mechanical rooms, janitor closets, storage rooms, telecommunications rooms, etc., shall be classified the same as office space. A space may be classified as a RESTRICTED space only upon written approval of the college president. A listing of restricted space will be maintained by the College President's office with a copy provided to the District locksmith and the campus DPS office. The listing shall include location, room number, and responsible individual.

A person without a key and needing access to a particular room should first contact the department chairperson or the college facilities coordinator to open the door. The college ACCESS PROCEDURE for opening locked doors shall adhere to the following Door Opening Policy:

Type of Space

Contact (in order)

Classroom

Anyone with a key to the door

Office

1. Individual issued the key
2. Dept. Chairperson / Director
3. Campus DPS

Laboratory

1. Individual issued the key
2. Dept. Chairperson / Director
3. Campus DPS

Restricted

1. Individual issued the key
2. College President / Deputy Chancellor

¹ Alamo Community College District does **not** have any on- or off-campus housing.

Department Chairpersons or Directors shall be responsible for making the necessary arrangements for those without keys. After normal operating hours and on weekends, access to buildings shall be restricted to the maximum extent possible, consistent with academic requirements. Opening of doors during these periods shall be in accordance with the ACCESS PROCEDURE. The standard chain-of-supervisions should be used whenever possible. Calling the DPS shall be considered only in an emergency situation. DPS shall maintain a record of all requests to them to open doors.

Buildings which would be in use at other than the normal times mentioned in the paragraph above would be the McAllister Theatre, the McCreless Theatre, the Candler Physical Education Building, the Loftin Student Center, The Koehler House, the Scobee Planetarium, and the Visual Arts and Technology Building . All off-time events held in these buildings are scheduled in advance by a fulltime staff or faculty member. All events are scaled as to the number of security and custodial staff that need to be on site before, during and after the conclusion of the event. Events are supported by full and/or part time staff as needed and paid for by the college.

MAINTENANCE

Requests for maintenance and repair services may be made by telephone to the Maintenance Work Control Technician on the Hotline. An emergency (utility failure, failure of a fire protection system; heating/cooling, or security alarm system, certain fire or safety hazards, etc.) will be responded to immediately. If the request is urgent (fire, health, or safety hazards not qualifying as an emergency) Maintenance will strive to complete the request within five working days. Routine requests will normally be completed in 30 days if supplies are in stock. The individual submitting the request for service will be provided the work order number for purposes of tracking and will refer to that number for any follow-up action required.

The College Facilities Superintendent or designee will review the work to be completed and approve or disapprove the work order. The Facilities Superintendent will certify the availability of funds for minor construction work and appoint a Facilities Coordinator to be point-of-contact for the college with the Facilities Department and any questions or concerns are presented to the Vice President of College Services.

Deans, Directors, and Department Chairpersons will also restrict requests for new work, alterations, and modifications to a minimum by submitting only those requests required to support assigned missions.

Of the facilities listed above, the following are used by outside groups: the Candler Gymnasium and Pool, the McAllister Theatre, and the Koehler House. When outside groups use these facilities the guidelines for use are clearly stated in the contract with the outside group. The other buildings which may have off- time events, hold these events consistent with the function of the unit or department sponsoring the event and controlled by department personnel.